United Nations ST/IC/1999/60

# Secretariat

6 August 1999

## Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2000**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2000 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) in order to confirm the written and spoken knowledge of the languages and to qualify for language-related incentives.

2. The language proficiency examinations and their respective registration dates are as follows:

| | |
|---|---|
| First session | Tuesday and Wednesday, 18 and 19 January 2000 |
| Registration, first session | Thursday to Friday, 6 to 14 January 2000 |
| Second session | Tuesday and Wednesday, 30 and 31 May 2000 |
| Registration, second session | Thursday to Friday, 11 to 26 May 2000 |

Those who wish to take the examination in January or May 2000 may register with the Staff Development and Learning Service in room S-606 (ext. 3-7056) between 1 and 3 p.m. on the above registration dates. The language proficiency examination form should be filled out for each language examination requested at the time of registration.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2000 written examinations are as follows:

**(a) First session**

**Tuesday, 18 January 2000**

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 2000.

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**Wednesday, 19 January 2000**

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

**(b) Second session**

**Tuesday, 30 May 2000**

English..... 9 a.m. to 12.30 p.m.

Chinese..... 2 p.m. to 5.30 p.m.

Russian..... 2 p.m. to 5.30 p.m.

**Wednesday, 31 May 2000**

French..... 9 a.m. to 12.30 p.m.

Arabic..... 2 p.m. to 5.30 p.m.

Spanish..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the beginning of the examination to allow for check-in procedures.

4. The conference room number where each written examination will be held will be posted in the Secretariat Building on the bulletin boards and on those in the DC1, DC2 and DC3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of registration.

6. Copies of sample examinations can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by mid-April 2000 for the first session in January and by the end of July 2000 for the second session in May. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility criteria and requirements for passing the examination.